



## Senior Meter Reader

**Department:** Utilities

**Class Code:** 3513

**EEO Code:** 26

**FLSA:** N

**Effective:** 01/08/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in reading water meters and recording volume used by residential or commercial customers; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Records meter reading electronically; downloads meter reading files from mainframe to personal computer; processes reading routes to hand held computers; processes completed readings from Data Caps to personal computer; uploads meter reading file of completed cycle to mainframe; assists Field Collector in collecting delinquent accounts in field; receives payment from customers; disconnects service for non-payment; assists in training of Meter Readers; provides work direction to others; and performs other duties as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Good knowledge of Chesterfield County; of how to read meters; of the principles and practices of customer service and public relations; working skill in operating and maintaining a motor vehicle; in operating and maintaining electronic meter reading equipment. Ability to walk to location of meters; to lift meter covers; to bend and stoop; to accurately read meter dials; to work in adverse weather conditions.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a high school diploma and two years experience as a meter reader; or an equivalent combination of training and experience. Must possess valid vehicle operator's license.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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